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ABSTRACT

This comprehensive action plan addresses eight areas important to the development of county-wide cooperative library service: the utilization of total library resources and services, accessibility of library service, organization, financing, special services for special needs, short range action plans, and long-range planning. Additional sections of the report cover population characteristics of Lincoln County, geographic characteristics, library characteristics, collection evaluation, special collections, audiovisual collections, and bibliographic control. Appendices, which comprise almost half of the report, provide other county-related information, as well as sample contract forms, tables, and references. (JD)

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COUNTYWIDE COOPERATIVE LIBRARY SERVICE

LINCOLN COUNTY, OREGON

ED175390

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An Action Plan

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1978

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February 15, 1978

Mrs. Barbara Wentworth, Chairman
Lincoln County Public Library Board
Lincoln County Court House
Newport, Oregon 97365

Dear Mrs. Wentworth:

I am pleased, as Library Consultant to Lincoln County, to submit the report, **Countywide Cooperative Library Service, Lincoln County, Oregon - An Action Plan,** to the Lincoln County Public Library Board. This report provides a proposed development for library service for all the people in Lincoln County, Oregon.

The survey and report were financed by the Lincoln County Board of Commissioners through the Lincoln County Public Library Board. The survey and report were accomplished on behalf of librarians, library boards and all people who will receive the benefits of countywide library service in Lincoln County.

I am most appreciative that the Lincoln County Public Library Board is made up of members from all areas of the County. I am grateful to them for their interest, assistance and guidance as well as to the librarians, the many other officials and the residents of Lincoln County. They provided important information and suggestions to me as Library Consultant.

During the on-site period of the study, I visited libraries of all types throughout Lincoln County. I visited, also, communities throughout Lincoln County. I received not only assistance in assessing the needs and desires for library service but also suggestions as to how they could best be met.

The recommended plan will bring library service to all the people in Lincoln County. Equality of library service and the funding of cooperative countywide library service on an equitable basis are fundamental to the Action Plan. As the plan moves forward, countywide library service in Lincoln County will become a reality.

Sincerely yours,

Phyllis I. Dalton

Phyllis I. Dalton
Library Consultant

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II. ABSTRACT

A special feature of the study and the report - **Lincoln Countywide Cooperative Library Service: An Action Plan** - is the countywide library service available to all residents in Lincoln County through the public libraries on a non-fee basis. The Plan is comprehensive in relation to the public need for library service. The Plan provides, also, for the comprehensive library service to be built upon presently existing library resources. A County Library is not recommended but active cooperation among the existing public libraries is a vital part of the Action Plan. The comprehensive plan provides policies and objectives for a systematic and effective coordination of all library resources in Lincoln County for an extended and deepened library service to supplement the resources of the public libraries.

Improvement of present public libraries is also given high priority in the comprehensive plan. The scope of the improvement is based on what now exists and what is needed and desired by the people in Lincoln County. The improvement will involve more materials and additional types of acquisitions such as audio-visual materials; adequate space; permanent space; adequate hours of opening for service. It takes into consideration, also, better and more frequent communication between and among all libraries; cooperation in the selection and acquisition of library materials; the lending of materials and the exchange of programs and services.

Because some of the areas of the County are without nearby library service, a book-van service is recommended to provide service to the people living in those communities. It is proposed that the book-van will also serve as a Courier Service among the public libraries and as a facility for changing book collections in areas where a collection of books has been established as a public library outlet to serve the people in the community.

People who have special needs will be served countywide. Each public library will be responsible for a books-by-mail service in its immediate area. Library service to the senior residents will be further developed through cooperation with senior citizen groups and among libraries. Other special areas of need such as nursing homes and hospitals, those who are handicapped or disabled as well as those who permanently or temporarily are unable to use the library facility will be served. All people will have library service accessible from the pre-school child to the elderly and those with special needs will be given special consideration.

Other types of special needs will be taken into consideration. Special programs of service will be provided to business and industry through individual library programs and cooperative programs; library service to government will also be taken into consideration in the purchasing of materials and in the cooperative programs. Art groups, poetry and handicraft groups and oral history programs, to mention a few, will receive special attention. Reference and information services will be developed both in breadth and in depth. These services can be handled on an individual basis and/or in working through cooperative activities among the libraries.

To ensure that cooperative activities operate effectively, two groups will be developed within the County. The Cooperative Library Services Committee will be composed of the librarians in Lincoln County - the chief librarians and alternates. They will be concerned with the professional matters related to cooperation. The nucleus of the Committee will be, initially, the public librarians with all librarians in the County as potential members. A Lincoln County Cooperative Library Services Council will consist of nine members and will represent broad interests throughout the County. The Council will be responsible for the programs related to the cooperative activities of the libraries.

It is recommended that the Countywide Cooperative Library Service be financed by a serial library levy in addition to the city's financing of each public library. The levy

recommended is 10 cents on $1,000 of true assessed valuation and will amount to $3.00 on a $30,000 house for the first year. Because assessed valuation in the County increases each year, the tax will drop each year. The levy will be a three-year serial levy with a recommended five-year levy to follow the initial levy. With the present assessed valuation in the County, the amount of funds raised yearly by the levy for each of the three years is $81,179. The funds raised by the levy will be funds to be used only for libraries. They will be distributed to the cities after an amount has been provided for the book-van services - $20,000. The funds will be distributed as follows: **Assessed Valuation** - each city with a public library will receive the amount paid into the serial levy by the people in the city to offset the taxes paid by the city residents - this cash payment will be termed the **Library Levy Refund. Population** - the per cent the population of each city with a public library is to the total population of those cities with public libraries will be determined. **Support** - the per cent per capita the city support of each city with a public library is to the total per capita support of the cities with public libraries will be determined. These percentages will be applied to each half of the funds remaining after the Library Levy Refund has been computed. The total of the amount of these two computations will become the Equalization Grant to each city with a public library. This Grant will offset the use of the public libraries by out-of-city borrowers. The process of distributing the funds is simple to determine because each part of the formula - assessed valuation, population and per capita support - will be secured from published sources. The funds returned in cash to the cities as the Library Levy Refund and the Equalization Grant will make up the total library levy funds returned to the cities in cash payments. The book-van library service, the courier service and the delivery service will provide additional service to the public libraries countywide. All of the library serial levy funds will benefit all of the people of Lincoln County in relation to library service.

The Plan, when implemented, will provide a non-fee equality of accessible library service countywide. It will provide, also, a basis for an equitable funding plan for Cooperative Countywide Library Service in Lincoln County.

III. SELECTED RECOMMENDATIONS FOR LINCOLN COUNTYWIDE COOPERATIVE LIBRARY SERVICE

1. That universal access be provided to all residents of Lincoln County by all public libraries in the County.
2. That a valid library card issued by one of the public libraries in Lincoln County be valid in all other public libraries in the County.
3. That library materials borrowed from the public libraries in Lincoln County can be returned to any public library in the County.
4. That each resident in Lincoln County secure a public library card from the library which is the nearest point of access.
5. That each individual public library be improved in materials, staff, space and hours of opening.
6. That the hours of opening include morning, afternoon and evening hours including Sunday afternoon hours.
7. That the funding of the libraries be provided on an equitable basis for all jurisdictions.
8. That cooperative selection and acquisition of library materials be utilized in the selection and acquisition of expensive and unusual library materials.
9. That library services be developed to serve special needs of people in nursing homes, the handicapped and the disabled and the people who permanently or temporarily are unable to use the library facility. That the library provide these special programs of service, when needed, to all the people from the pre-schoolers to the elderly.
10. That a book-van be provided to enable residents in outlying areas to have a selection of books available. That the book-van also be utilized as a Courier Service between libraries. That the book-van also serve as a delivery service to public library outlets.
11. That each library provide its own books-by-mail service as needed.

12. That Interlibrary Loan service continue to be available but with an access to a wider variety of materials within the County and with a speeded-up service through the Book-Van.

13. That Interlibrary Loan service continue to provide access to resources outside the County but to a wider variety of materials on a more rapid basis.

14. That Cooperative Countywide Library Services be developed on a phased-in basis so that sound implementation will result.

15. That a Cooperative Library Services Committee be developed which will include public librarians, the Oregon State University Marine Science Center Librarian and librarians from the School District schools.

16. That a Lincoln County Cooperative Library Services Council be formed consisting of a librarian representing the public libraries, a librarian representing the school libraries, a county public library board member, a representative from the city library boards, a city manager, a representative from the rural areas, a representative of the city elected officials, a representative of the county elected officials, a representative from the cities with public libraries. The city and the rural representatives will not officially be related to libraries.

17. That the Cooperative Library Services Committee and the Lincoln County Cooperative Library Services Council evaluate the effectiveness of the Cooperative Countywide Library Service at the end of each year.

18. That each public library remain autonomous in its governance and services. That each public library become a part of the extended cooperative services. That the services of the public libraries be coordinated with the Marine Science Center Library and with the school libraries.

19. That the Lincoln Countywide Cooperative Library Services be funded initially by a three-year library serial levy. That the amount of the levy be 10 cents on each $1,000 of assessed value. The cost on a $30,000 house will be $3.00 the first year. Because the assessed value rises each year, the tax per $1,000 will drop.

20. That the $12.00 out-of-city borrowers fee be eliminated when the library serial levy is passed.

21. That the second levy be a five-year levy and that the amount of that levy be recommended by the Cooperative Library Services Committee and the Lincoln County Cooperative Library Services Council.

22. That, as the Cooperative Countywide Library Service progresses, Lincoln County develop plans for working out reciprocal service agreements with bordering Counties.

23. That areas of need should be identified countywide as well as with individual public libraries. That grant proposals should be developed to meet these areas of need both on a countywide basis and on an individual public library basis. That these proposals should be submitted to the Oregon State Library for the purpose of receiving grants from Oregon State Aid to Libraries and/or from the federal Library Services and Construction Act funds.

24. That the other public and private grants available to public libraries be explored to ensure that the local funding of the countywide library service is supplemented with other public funding or private funding to meet special programs and needs.

IV. COMPREHENSIVE PLAN OF ACTION FOR COUNTYWIDE COOPERATIVE LIBRARY SERVICE, LINCOLN COUNTY, OREGON

A. The Utilization of Total Library Resources and Services

The library user is the person who benefits from improved library service whether a member of the general public, a student, a researcher, a professional worker in either the private or public sector. The user or potential user is represented by all of the people in Lincoln County. Because the people have a multiplicity of information needs and desires, no one library can be expected to have all materials and programs to meet these needs and desires. An effective library service will provide to the person who seeks to use libraries, the easiest access to the materials and services in the most efficient and effective manner and in the most cost-effective way. The people who reside in Lincoln County need this type of service. Such utilization of resources and services requires a cooperative effort among the public libraries in Lincoln County so that the library collections will be balanced over-all. Duplication of materials will be available at several libraries but unnecessary duplication will be avoided. There is need for the widest use of resources and services possible. Each of the public libraries in Lincoln County should develop its strengths in collection to serve the needs of its primary community. As a result, countywide cooperative library service will be built on present library resources and services. The Lincoln County program of library cooperation should be built on sound planning and continuing planning.

As the cooperating libraries develop in strength, so will the entire countywide library service. The cooperative service will provide to the people in Lincoln County between 60 and 75 per cent of the materials, services and programs which they need. Full use of the resources of the public libraries and coordination with the school libraries, with the special libraries as well as with the book stores in the County should provide either the material or the knowledge of where the material can be obtained or utilized within Lincoln County. Then it will be necessary for the libraries to go to resources outside the

County for only those infrequently needed materials. They can go to the Oregon State Library, or to the Pacific Northwest Bibliographic Center in Seattle or wherever the material needed can be found.

Through the utilization of total library resources, services and programs in Lincoln County, it will be possible to move out into the community with programs and services which are answers to community needs. Through cooperative planning, the libraries will be able to provide information material and resources - books, newspapers, magazines, government publications, sound recordings, maps, audio-tapes, films, filmstrips, slides, listening centers and the equipment for their use. It will not be necessary for each library to provide in depth each type of service but a depth and breadth of service will be available in the total library resources in Lincoln County. The programs and services of the libraries working cooperatively should be evaluated constantly to ensure that they are being utilized fully.

This utilization of resources and services can be accomplished by cooperative selection and acquisition of material which is expensive, used only occasionally but vitally needed when the occasion arises or are subjects that will be utilized more frequently in one library than in any other. The librarians and local library boards, working together, can develop within the public libraries basic resources and services for each individual library and still provide an overall balanced collection countywide through cooperative selection and acquisition. Communication among the libraries and with other types of libraries such as the law library, the University branch library and school libraries will provide coordination countywide.

B. Accessibility of Library Services Countywide

Ease of access for the library users and the potential users in Lincoln County to library materials, resources and programs, should be the highest priority on a continuing basis.

The entire library service should be adequately funded with both city and county funds so that non-resident fees will not be necessary. Public libraries are now operating in six cities. These are not large libraries nor are they well financed. Most have salaried staff but others are operated totally with volunteer staff. Lincoln County has one school district with an Instructional Media Center in its District Office in Newport and in each of the individual schools. The Oregon State University Marine Science Center in Newport provides information in a specialized field of knowledge. There are also church libraries and bookstores which are assets to the community. Some of the libraries have total accessibility; others charge a $12.00 fee per year as a non-resident fee; others have a primary clientele to serve before offering any type of service to the general public.

A great improvement is needed and can be realized in providing total access to the public library services. Universal access to all public libraries can be achieved through each library honoring the library cards from the other libraries. Each resident desiring a public library card will secure a library card at the nearest point of public library access. This card will then be valid in all public libraries in Lincoln County. Materials borrowed in one public library can be returned to any other library in the County.

It is recognized that library users and potential users have diverse library service needs and desires. The library service provided to the residents of Lincoln County should allow the easiest access to these materials as possible. The access should be a realistic access. It should be developed so that it is also the most efficient service and the most cost effective. The countywide cooperative library services will provide the ease of access to meet the many needs and desires of the users and potential users. The service will be funded countywide so that it will be supported by all of the people in the County. Therefore, no non-resident fee will be necessary.

In addition to universal access to public library materials, a book-van will also be available to those people who are living in outlying areas and distant from a public library.

The book-van will bring a selection of books so that the people can select the books from the shelves themselves. They can also request books which are wanted but are not on the book-van. The book-van stops and the length of time spent at each stop will be worked out with the people in each community receiving the service. The effectiveness of the service will be constantly reviewed and changes will be made in the place of service and the length of the stops on a continuing basis. The book-van will have a collection of books assigned to the van but any book can be requested and that request will be filled from the public libraries through the book-van. If the requested material is not available within Lincoln County, the materials will be borrowed on interlibrary loan outside Lincoln County.

The public libraries will coordinate their materials and services with other libraries in Lincoln County so that they can locate information quickly within the County. Interlibrary loan will continue to be a service offered by the public libraries. With the cooperative services program, interlibrary loan will be provided more quickly and more materials will be available within the County itself. Librarians will have a greater knowledge of what is available in the County and the materials available within the County will be constantly increasing. The book-van will provide faster delivery.

Telephone communication among the libraries and delivery service both will have a positive effect on the accessibility of library service to the public. Subject listings of materials, exchange of information on recent acquisitions, a union list of sources for audio-visual and other materials will increase accessibility as will other means by which libraries can cooperate and be effective in extending services. Hours of service are vital to the accessibility of libraries. It is important to people wishing to use the library that public libraries are open morning, afternoon and evening with no closed periods between opening and closing. It is important that the hours be uniform during the week with weekend hours provided which best suit the day's activities. Sunday hours should be

provided which best suit the community served. The weekend hours should be uniform each weekend. Recommended hours of opening at a minimum are 10:00 am to 9:00 pm, Monday through Friday. It may be possible in some communities that Friday evening hours are not being used but that should be determined through practical experience. It is recommended that Saturday hours at a minimum be set at a period from 10:00 am to 6:00 pm. Experience should indicate whether Saturday evening hours are necessary. Sunday hours are recommended at a minimum from 1:00 pm to 6:00 pm. Again, these should be tried to determine whether there is use being made during all of these periods. A year's trial is necessary to take the trial through all of the seasons of a year and to be sure that people are aware of the extended hours.

To provide such accessibility in hours and in service requires adequate staffing. Paid staff is necessary in all libraries, supplemented by volunteers. It is important that staff, including the volunteers, have an opportunity for library training through workshops and continuing education. It is important, also, to provide training classes for users of the library so that they will be proficient in locating the materials wanted themselves. Adequate directions posted within the library will assist the people using the library to become self-sufficient. The library staff will always be available to provide assistance, take requests, provide reference service and other such important library services. But an orientation session for groups or for individuals will assist the user as well as provide better utilization of all staff.

With a Countywide library card, a book-van, a courier service and a delivery service as well as increased hours of service and additional staff, the people in Lincoln County will have realistic access to library service.

C. Library Service Available Countywide

Access alone is, of course, not enough to provide quality library service. The necessary resources, services and programs must exist in the public libraries in the County before quality library service is available.

Reference and information collections are essential to library service. They must not only be a part of each library collection but constant updating is necessary also. Collections such as art, poetry, biography, home repair, needlecraft, automotive maintenance, boating and other subjects of interest to the individual communities should be included in the collection. The Children's book and audio-visual materials should be selected for both the users and the present non-users. These car be developed in coordination with the school librarians. Each library serves a different purpose but the same children are the users or non-users of the public library. All are potential users.

Audio-visual materials are vital in the public library. They are needed by all ages for enjoyment and for information. The very young find audio-visual materials attractive and the elderly often need these materials when reading becomes difficult. Audio-visual materials should be developed in coordination with the schools. The media centers are well developed in the schools in Lincoln County. Students are accustomed to use and have the benefit of audio-visual materials. They are used to materials in various formats and know how to utilize all media. Public libraries should determine what is necessary for their community and build their collections accordingly. Such basic collections for each of the public libraries should be developed according to a plan agreed to cooperatively. Building and servicing adequate book and audio-visual collections are expensive in purchase as well as in maintenance and housing. A planned development of the collection based on the needs of the people as well as the developing of a well balanced collection should be done carefully. It is a continuing responsibility which will make universal access to all the people a valuable community asset.

The cooperative program can expand the basic collection in each library as far as the creativity of the librarians, the library boards and the community will allow. Through cooperative selection of the materials which should be available within the County for lending or for providing information, each library will have access to the materials rather than placing the materials in each of the libraries or sending out of the County for the materials or information. Cooperative selection of books or audio-visual materials which are needed in one or more of the libraries as a part of the basic collection will be available to those libraries when the specific materials are needed only occasionally. Expensive items can be purchased by one library and used by all. A film projector or projectors should be purchased for use by the community. A projector is not needed in each library but can be requested by the library and delivered to the library by the Courier Service for use on the date needed. Coordination with the Marine Science Center Library will provide access to a specialized collection for reference and information services. Such cooperative selection, acquisition and coordination will increase the breadth and depth of the public library resources and services at a reasonable cost.

Programs of service can also be developed cooperatively. A children's program which is successful can be repeated in other libraries or used as a model. An effective publicity and public relations program can be expensive but effective in telling the people of the County what is available and how the library can be used. Such a program planned and implemented cooperatively can reduce the cost and increase the effectiveness of the program. Workshops for library staff or for the community can be planned and presented cooperatively with little expense, a sharing of work and with impressive results.

Sharing resources, services and programs in a cooperative program of public libraries and in coordination with other types of libraries will increase the effectiveness of libraries in Lincoln County. Further effectiveness can be developed through continued use of the Oregon State Library and further resources outside the County as necessary.

D. Organization for Cooperative Countywide Library Service

The organization for countywide cooperative library service should be simple but effective. It is recommended that the personnel in charge of public libraries form a Cooperative Library Services Committee. The Committee will be made up of the Chief Librarian of each public library in the County and an alternate. A librarian from each library in the County should be a member of the Cooperative Library Services Committee to increase the effectiveness of the work of the Committee. The Committee will elect a chairman to serve for a one year term. The Committee will consider all professional and technical matters related to the cooperative library service. The Committee will meet not less than every two months. All librarians in Lincoln County will be invited to become members of the Cooperative Library Services Committee. They can be either active voting members or associate members.

A second group representing various interests throughout the entire County should be formed - the Lincoln Countywide Cooperative Library Services Council consisting of nine members. The Council should be made up of the following: a librarian representing the public libraries; a librarian representing the school libraries, including the academic library branch; a county public library board member, a city manager, a representative from the rural areas, a representative of the city public library boards, a representative of the city elected officials, a representative of the county elected officials, a representative from the cities. The city and rural representatives should not be related to libraries through a formal relationship.

Each group will designate the member to serve on the Council. The County Public Library Board will appoint the rural representative. The city library boards chairpersons will appoint the city representative. They will be appointed for a two year term, staggered so that there will be hold-overs. The Council will be responsible for the policies related to the cooperative activities of the libraries. The Council will develop by-laws and elect its

chairman. The Council will act in an advisory capacity and will meet not less than quarterly.

Both the Council and the Committee will provide an evaluation of the cooperative service plan and make the recommendations as to additions, deletions and changes in the Service Plan. They will both be active, also, in the seeking of grant funds in both the public and private sectors to augment the basic financing. The Committee and the Council should be especially active in securing grant funds for initiation and maintenance of new programs of service. They will also be active in the securing of funds for increased resources and for adequate space. No present library board will be replaced by the Council as they will continue with their present responsibilities in relution to individual libraries and library service. It is recommended that each library have an active Friends of the Library. The Friends of the Library of the individual libraries in the County should meet together at a program and business meeting at least once a year. This will assist in coordinating activities and provide a valuable exchange of ideas.

The total organization of the Lincoln Countywide Library Service should be as simple as possible but should also be as effective as possible so that the Service meets the needs of the people and continues to be a viable service.

E. Financing Cooperative Countywide Library Service

Library service should be practical, realistic, and equitable to all jurisdictions. Financing of the Service should follow a pattern of being practical, realistic and equitable to all jurisdictions involved. A token payment to four libraries of $750.00 each per year is presently made from Lincoln County funds. The other two libraries charge a non-resident fee of $12.00 each on a yearly basis. The County cannot provide additional funds on a continuing basis from the general fund to support library services countywide. It is recommended that the countywide cooperative library service be funded by means of a

serial levy for library service. This recommendation is made after all other alternatives have been carefully considered. The amount recommended for the initial levy is 10 cents on $1,000 of assessed valuation. This will amount to $3.00 to a householder on a $30,000 home. Because the assessed valuation increases each year, the tax per thousand decreases yearly. The cost of $3.00 is about the average price of a paperback book and less than the average price of a hardbound book which is between $16.00 and $17.00. With the passage of the levy, the $12.00 non-resident fee will be removed. The levy will provide for a countywide library service on a non-fee basis. It is recommended that the initial levy be for three years.

The present assessed valuation of Lincoln County is $811,787,992. At the rate of 10 cents on $1,000 of true assessed valuation, the amount of the levy each year for three years will be $81,179. It is recommended that this amount be placed on the ballot in the May 23, 1978, Primary Election. The total amount for the three-year levy is $243,537.

The $81,179 will be reduced by 12% for uncollectable taxes. To provide for book-van service, $20,000 will be utilized from the library serial levy. So that people living in jurisdictions supporting public libraries will not pay twice for public libraries, the amount paid by the people living in cities with public libraries into the serial library levy will be returned to the cities. The remaining funds will be distributed to the incorporated cities with public libraries according to population and according to per capita support. This fund will be an equalization grant. It will be based on the percentage the population of an individual city with a public library is to the total population of all cities with public libraries in Lincoln County. This percentage will be applied to one-half of the remaining funds. The Grant will also be based on the percentage the per capita city support of a public library in an individual city is to the total per capita city support of all cities with public libraries in Lincoln County. This percentage will be applied to the other half of the remaining funds. The total of these two amounts becomes the Equalization Grant. The

Library Levy Refund to the cities prevents the double payment of taxes for library service and the Equalization Grant allows for extended use of the public libraries countywide. It is recommended that the library serial levy, after the three-year levy, will be a five-year levy with the amount per $1,000 in this levy recommended by the Lincoln Countywide Cooperative Library Services Council and the Cooperative Library Services Committee. $20,000 will be utilized each year for the book-van for the three years.

The amount of the funding from the serial library levy will provide a beginning in the development of Countywide Cooperative Library Service in Lincoln County on a formal basis. The computation of the distribution of the funds each year will be done by Lincoln County. It will be based on the Lincoln County Assessor's latest figures on assessed valuation, the latest census of population published by Portland State University and the information in the latest Oregon State Library Directory providing the information for computing the per capita expenditure. The total amounts to be distributed to all cities with public libraries in the Lincoln Countywide Library Service will be issued as soon as the figures are all available but at least by October 31st of each year. The County will transmit immediately to the cities with public libraries, under contract, the Library Levy Refund as well as the Equalization Grant. All funds paid to cities are to be used for library purposes.

The $20,000 will be paid under contract to the Toledo Public Library for handling the book-van service. Toledo is recommended for the basing for the book-van because of its central location in providing book-van library, courier and delivery services.

The distribution of funds is simple to compute because the factors in the formula for distribution are all taken from published sources. The distribution then becomes simply an arithmetical computation.

F. Special Services for Special Needs

Plans for universal access must include reaching those people who cannot come to the library. Service must, therefore, be provided to nursing homes, retirement homes, rest homes and hospitals by placing rotating collections of books and other materials in these locations. Jail library service should also be provided because the detainees cannot use the library directly. Oregon is a leader nationally in the development of guidelines for jail library service and for the service itself. Suitable materials should be provided for all of the people with special needs and for other people who permanently or temporarily cannot come to the library itself. Large print books may be needed, paperback books, Talking Books for the Blind and/or Braille books should also be available. The latter can be utilized through the Oregon State Library. Cassettes and cassette tapes are very well adapted for this use. Captioned films are a welcome addition for those who are deaf or hearing impaired.

There are those among the public who come to the library who are handicapped or disabled. The library building itself must, therefore, be accessible physically to the handicapped and to the disabled. For those with visual impairment, a varied collection of large print books will answer some needs. The Talking Books and the Braille books will serve those with more severe problems. It is important that these materials circulate to the people who need them. Circulating books on cassettes provide access to the books for those who are blind or visually impaired. Cassette recorders and players are popular with both the handicapped and the non-handicapped. They provide both enjoyment and information.

For those who are deaf or hearing impaired, many of the conventional reading materials will serve their needs. If this is not the case, however, there are publishing companies which publish materials especially for the deaf and the hearing impaired. Gallaudet College, the only liberal arts college for the deaf and located in Washington, D.C., has much to offer in the way of suggestions of how to provide library service to the deaf and

the hearing impaired. Captioned films to be shown in the library or for lending are available from several sources. With a projector available for circulation, much use will be made of all captioned films.

The libraries, individually or cooperatively, can, through the Oregon State Library, find materials for people to use who cannot hold conventional books. Because some of the materials and equipment to serve special needs, within the library or outside the library, are expensive, the libraries should purchase the materials and equipment cooperatively and share their resources. Service Clubs are often interested in these projects and will provide to the libraries materials and equipment for these services. Volunteer services are especially helpful in meeting these special needs.

Special needs of a different type but still special needs are programs of library service to **Business and Industry** as well as to **Government.** Programs of service need to be well developed in the libraries to meet these needs. All libraries have both business and government personnel using libraries in connection with their work. These informational needs should be readily met. The **Oregon Statutes** should be available and the Oregon bill digest, for example. The latest edition of books relating to business questions for information should be available. These materials may be too expensive for each library to purchase, and perhaps unnecessary for them to do so, but cooperative selection and acquisition will make all available in Lincoln County with quick access to the information or the material itself.

An important program in Lincoln County is an **Oral History** program. Because of its richness in history, the facts should be preserved. A central location should be designated for this service and the libraries should be in the forefront in moving the program forward and making the materials available. It is important that each library have information concerning the oral history program and the part the library can play in its continued development in preparing the materials and making them accessible to the public.

G. Short Range Action Plans

Some of the recommendations should be acted upon immediately. Those which should receive consideration the first year after the passage of the library serial levy in May, 1978, are:

1. Establishment of Universal Access for all people living in Lincoln County. This access will be on a non-fee basis.
2. Organization of the Cooperative Library Services Committee and the Lincoln Countywide Cooperative Library Services Council.
3. Employment of a Library Assistant for the Book-Van.
4. Purchasing and outfitting of a Book-Van.
5. Selection and purchasing of books and other library materials for the Book-Van Library Service.
6. Beginning of the Book-Van Library Service, Courier Service and Delivery Service.
7. Begin the development of a **Plan of Service** for Cooperative Services.

Second Year

1. Complete the **Plan of Service** for the Cooperative Library Service.
2. Enlarge the Cooperative Library Services Committee to include all librarians in the County as either active or as associate members.
3. Evaluate the first year of the Book-Van Services.
4. Develop cooperative collection building.
5. Put special emphasis on cooperative audio-visual acquisition of materials and equipment.
6. Extend hours of opening for service to approach the minimum recommended. Reach minimum by end of the third year.

Third Year

1. Develop special collections for the total countywide library service on a cooperative basis.
2. Begin countywide cooperative indexing of special collections by subject.
3. Develop an exchange of acquisition lists on a formal basis.
4. Develop a union catalog of the unusual, more expensive and less used materials utilized on a cooperative basis. Include any materials in the County available for information purposes whether or not available for lending.
5. Development of a union list of information frequently needed.
6. Compilation and publication of a Union List of Serials listing all magazine subscriptions available in the County, their location and the dates and the location of back files within Lincoln County.
7. Development of a union list of sources for audio-visual materials and equipment. This should be developed in cooperation with the school media centers.
8. Provide on a cooperative basis one or more film projectors for lending within Lincoln County.
9. Place special emphasis on the purchasing of material and equipment for those with special needs. Complete the coverage of providing library service to those with special needs. This coverage will be reviewed on a continuing basis.
10. Complete the development of basic services and collections to provide library service to business and government.
11. Review space needs countywide for library facilities and develop a proposed timetable for meeting the space needs.
12. Study the need for funding for the succeeding five years.
13. Recommend the amount to be provided in the five-year serial levy.
14. Vote on the five-year levy in May, 1981.

H. Long Range Action Planning for Cooperative Library Services Countywide

In the Long Range Plans in Lincoln County after the first three years, the first priority is **Space Planning and Design.** It is important that every library be housed properly and that there be adequate and suitable space for the people using the library, for the services offered, for the materials provided, for the library board meetings and for the staff. In some instances this will require a new building, in others it will require an addition and in some it will require purchasing a suitable building or the securing of a long-term lease for the required space.

To achieve these goals will require funds but in the long term planning it will be less expensive than inadequate handling and storing of materials or the necessity of moving an entire library to another location. All methods of funding the construction of library buiildings or expanding present buildings should be explored and utilized. The planning for the future should be adequate so that the same condition will not exist in another five or ten years. In building a new library, some of the considerations are: 1. Cost of the site; 2. Site development - how much will it cost; 3. Future expansion realities; 4. Visibility of the library building - an inviting, visible building will bring users to the library.

The **Collections** of each library should be **Re-evaluated** to determine which materials should be retained and which can be removed from the collection. For those books removed and in good condition and useable subject matter in some situations, an effort should be made to dispose of them effectively. Book fairs are one way to offer the books to those who want and need them. A listing of the materials to meet other libraries' needs or offering them to other libraries on a "first come first served" basis can be utilized. It is important to place the books where they will be needed and used.

The use of a **Rental Plan** for the book-van books should be utilized and may serve some libraries well, also. The books are rented by the library from companies in the business of

book rental. The books can be returned when no longer needed or can be purchased for the permanent collection. Such a plan for a part of the collection will prevent the book-van shelves and the library shelves from being over-stocked with many copies of a former best seller. The books are freely available to the people using the libraries and the book-van because the renting is paid for by the library rather than the person using the library service.

Books and other materials, when possible, should be purchased **Fully Cataloged.** The cost of the purchase price of the cataloging is minimal when compared with the staff time required for processing and cataloging books. This cost in time is true with volunteers as well as with paid staff because volunteer time can then be devoted to working with services which are concerned directly with people.

Adequate Staffing is a vital consideration in long range planning. Librarians, Library Assistants and clerical staff are all needed in the Countywide Cooperative Library Service in Lincoln County. The amount and the level of staff needed depend in each library on the type of service given, the amount of use made of the library, the hours open, the programs to be provided and the efficiency of operation. No matter how large the paid staff becomes, volunteers should always be a part of the library programs. They have talents, abilities and concepts of service that are available only through a program of volunteer service in the library.

The libraries, in their long range planning, should **Increase the Hours They are Open for Service.** The hours should be from 9:00 am to 9:00 pm six days a week with Sunday afternoon hours also. **Publicity and Public Relations** will be required to let the people know of the services of the libraries available during these hours to make it profitable to have the longer hours of opening. The information concerning the longer hours of service must be constantly provided to the people so that they can change their time to visit the

library according to their needs. It is true that in some communities the longer hours may not be necessary but this difference should be decided after a trial period.

The book-van may become inadequate for the book service and a small **Bookmobile** may be necessary to meet the service needs in Lincoln County after the first three years. This would leave the van for the Courier Service and the Delivery Service. A bookmobile should then be available to the people six and one-half days of the week just as the libraries themselves are available. Such a schedule would require additional staff. It is recommended that the books for the bookmobile and the other materials for the bookmobile, as well, be drawn from all of the libraries rather than maintaining a special bookmobile collection. The bookmobile program can be expanded to include a story hour program in the summer and a pre-school program when needed. The bookmobile program will become an extension of the cooperative program of all the libraries. Such a program will allow the book-van to provide additional courier service and additional delivery service.

All the libraries in Lincoln County should have full **Interchange** in communications and in materials and services when such is feasible. Programs of service should also be interchanged to provide the most service possible. The programs will not duplicate but will complement each other.

The Lincoln Countywide Cooperative Library Service should develop plans for **Reciprocal Services** with their surrounding Counties. As the Lincoln County Cooperative Library Service develops, each County has library services to offer and Lincoln County will have library service to offer to the other Counties on a reciprocal basis. There is also the possibility of a regional library service being developed with Lincoln, Benton and Linn Counties as the library region. This should be explored when such a regional system will be of benefit to all of the people in the three Counties. Throughout the development of the Lincoln Countywide Cooperative Library Service, the most effective and economical

method of communication should be utilized. The libraries in Lincoln County will become an effective link in the Oregon Library Communication Network.

To ensure continued library development, the Cooperative Service should make it possible for all staff members to participate in **Continuing Education.** The continuing education provided should include participation in workshops and seminars conducted by the Oregon State Library, the Oregon Library Association and other groups. Workshops should be provided to promote library skills and training for the working library staff members who have had little or no formal library education. Library personnel should be encouraged to attend the Oregon Library Association Annual Conference as a part of continuing education. The Countywide Cooperative Library Services should also develop and implement plans for in-service training for both staff and volunteers.

As the program of the Lincoln Countywide Cooperative Library Service develops, other long range needs will emerge. The goal is to provide countywide access to quality library service on a non-fee basis. The objectives to be met to achieve that goal are many and changing. The tasks to be accomplished to meet each objective will be more easily, effectively and efficiently accomplished on a cooperative basis than on an individual basis. Libraries will find that they have an ever-expanding role to play in the life of Lincoln County.

V. POPULATION CHARACTERISTICS OF LINCOLN COUNTY

A. Age Characteristics

In July 1, 1976, the population of Lincoln County was 28,100 with 60 per cent of the people living in incorporated cities. The population in the cities with public libraries was 16,035. There is in Lincoln County a high percentage of persons over 65 years of age. The age distribution varies, however, in the various areas of the County. The central part of the County has a large population in the 20-45 age bracket as well as school and pre-school age children. The median age in Lincoln County has ranged, in the last several years, from the early 30's to the high 30's. In January, 1977, about 79 per cent of the population was 15 years of age or over. 27.2 per cent of the population was under 22 years of age and 14.3 per cent was 45 years of age or over. From 1970 to 1975, Lincoln County resident population change was 6.9%. The highest percentage change in Oregon Counties was in Deschutes County with a 31.7 per cent change and the lowest was in Gilliam County with a 12.5 per cent change. The State total was a 9.4 per cent change.

B. Educational Characteristics

There are, in Lincoln County, many educational opportunities available. The Lincoln County School District serves all of the County and offers a program in basic education for those wishing to acquire a high school education. Vocational courses, business education, classes in arts and crafts as well as many others are available in Lincoln County. The Lincoln County School District, in cooperation with the Linn-Benton Community College, offers courses in Lincoln County, also, through Community Education classes. They develop their courses from the wants and needs of the people. Correspondence courses are also offered. The Marine Science Center of the Oregon State University offers interdisciplinary studies of the Marine and Coastal Environment. Camp

Angell Job Corps Center administered by the Siuslaw National Forest, provides educational training for disadvantaged young people between 16 and 25 years of age and from various parts of Lincoln County.

The educational ranges of the Lincoln County population are: 0-11 years of education - 30 per cent; 12 years - 44 per cent and over 12 years - 26 per cent.

C. Other Demographic Characteristics Related to Library Service in Lincoln County

Because of the recreational attractiveness of Lincoln County and as a result of many people coming to the County on a temporary basis, the population can be placed in three classifications: 1. The permanent population; 2. The second-home residents; 3. The transient population.

The total assessed valuation percentage in Lincoln County in 1970 to 1975 was a 60.7% change. The highest percentage change in any County in the State was Columbia County with a 176.2 change and the lowest was Baker County with a 17.6 percentage change. The State total was a 71.1 per cent change.

In addition to agriculture, fishing and fish processing, forest products industries, wood processing, manufacturing, trade, construction and government services, tourism is a primary industry; it is growing in importance in the economy of Lincoln County. Located in the County, also, are many artists, writers, art groups and writing groups.

All of these factors in the population review have an effect on library service. With the large age spread of people who are users or potential users of the library, the libraries have many needs to meet. The high educational level and the special artist and author groups require that each community be studied by the librarian for its wants and needs. The tourism has an effect on the libraries because many of the people come to Lincoln County for a fairly long period of time but are not permanent residents. They are all

potential library users. So the number of people who are potential library users fluctuates seasonally and influences the nature of the collection of materials and services needed. The availability of countywide educational facilities affects the public libraries because the students, young or older adults, as well as children, have need for public library service in addition to the services provided by the school libraries.

VI. GEOGRAPHIC CONSIDERATIONS

A. Relationship with Other Counties

The closest relationship countywide with contiguous counties appears to be with Benton County. Corvallis is a trading center for many in Lincoln County. Highway 20 provides a close link with Corvallis and when it has additional improvement, the connection will be an even closer one. Highway 101 provides access to both Tillamook and Lane Counties but the relationship of Lincoln County remains closer to Benton County. The access to Polk County is by way of Highway 18 but a close relationship between the two Counties does not appear to exist.

There are commuters from Lincoln County to other Counties such as Tillamook, Yamhill and Polk but the majority commute to Benton and Lane Counties. Some people from Lincoln County work in Portland and in the Willamette Valley. Some non-residents commute into Lincoln County.

B. Geography Related to Library Services

The geography of Lincoln County is very conducive to providing Cooperative Countywide Library Service efficiently and effectively. The County's elevation ranges from sea level to 4,000 feet. It has a coast line of about 60 miles in length and varies from 15 to 25 miles in width. Tillamook County is north of Lincoln County, Polk and Benton Counties are east and Lane County is on the south.

The climate is a temperate marine climate with wet winters and moderate summers. The area is served by about 1,500 miles of roads plus some timber access roads.

The public libraries are generally well located geographically for easy access for the people. Along the coast the residents are in easy driving time from the library and in

some instances in walking distance. This is not true of the interior of the County although there are public libraries inland as well as one public library outlet. There still remains an unserved area where people are distant from a library. The roads, however, allow for a book-van service which, by judicious location of stops in areas without library service, can provide library service to these areas. Because the distances in time are not great between libraries and proposed book-van stops, the book-van can come into Toledo, where it will be housed, each evening.

As Lincoln County develops its libraries, there can be an easy and profitable relationship developed for library service with Benton County. Such a relationship should be explored with Tillamook County, with Polk County, a part of the Chemeketa Cooperative Regional Library Service, and with Lane County. It will be essential, however, that before such is accomplished, Lincoln County develop its Countywide Cooperative Library Service to its fullest extent.

VII. LIBRARY CHARACTERISTICS

A. Present Use

It is difficult, at the present time, to assess the use of the public libraries. The $12.00 fee levied by two of the libraries and a non-fee policy in the other four libraries give a picture of use that probably did not exist before the $12.00 out-of-city fee nor will not exist when the $12.00 fee is removed. From the information provided in the "Public Library Review" questionnaire and the "Academic Library Review," it is indicated that libraries are reaching a small per cent of the total population in Lincoln County. Those who are using the libraries are using them fairly consistently. The public libraries are providing an unusual number of excellent programs for pre-schoolers and other groups. Much of this is made possible through the time and talents of the volunteers on an overall basis. The number of paid staff on an individual basis or on a countywide basis is too small to provide these creative programs without the volunteer time which is provided to them.

B. Potential Use

The on-site interviews in Lincoln County indicate that there are many potential users of public libraries in Lincoln County. Reasons for non-use of public libraries included the $12.00 fee; the fact that some of the people went to the public library, did not find what they wanted and did not return; some people whose use of libraries is vital to their primary work found this situation to be a serious one; others did not use the library because the hours of opening were unsuited to their work schedules. The present hours of opening were given most often as the reason for not using the public libraries.

All of these people are potential users because they need library service in their work or in their recreation or both. Among the people interviewed, also, were those who have

never used a public library, read only the newspaper or the magazines to which they subscribe, have a home library or are too distant from a public library to be regular users. There are people who can become users of the library when they realize what it has to offer. Publicity and public relations are needed which will attract all people to the public library. Some of them will become users. The book-van will increase the number of users when it provides library service to those distant from the library or who cannot come to the library for individual reasons.

C. Present Services and Resources

Although the present services and resources are used by many of the people and meet their needs and wants, overall, they are lacking in many areas. Reference and Information Services is an area of service which needs to be reviewed in each library to determine what is needed for the community and what can be held in another library which can be accessed when the information is needed. Audio-visual materials are almost totally lacking countywide in the public libraries. Some materials are available within the library but not available for circulation. The collection of newspapers and magazines on a countywide basis is inadequate. Some of the libraries have a good basic collection of magazines but there needs to be a broader range countywide and more basic collections in the individual libraries. Back files of magazines are expensive to store but with a cooperative arrangement, each library can provide storage for the back files of a selected list of magazines.

The book collection in many libraries reflects the interests of groups and individuals in the community served. It is important that the libraries also have materials for people who have not yet found the library to be of value to them. The services of the library reflect some very good programming in the story hours, the film showings and other such service programs. These are lacking only in the fact that there are not enough such programs and that all people are not reached by the total programming.

D. Potential Services and Resources

The potential resources and services can be provided quickly through the Countywide Cooperative Library Service. They will not expand suddenly because of the need for time, money and sound planning. Involved in developing services and resources are the people of the community. Questionnaires serve a good purpose, especially in developing book-van service. Personal or group interviews with the people in the communities will bring results faster and will involve people more closely in library development. It is recommended that the librarians and the library boards meet with groups of people countywide to learn of their various wants and needs in resources and services. Some of these needs and wants can be responded to quickly and others will take more time. Again, if such a project is developed cooperatively, it will amount to a great saving of time with effective results.

VIII. COLLECTION EVALUATION

A. Balance of the Collection

It is important to have a well-balanced collection for the public libraries countywide. Each library cannot have a collection covering the total of informational materials and resources. A balanced collection means that the library resources are designed to meet the educational, informational and cultural needs of all the people. This means that the collection will meet the needs of the public in general as well as such special groups as the business and industry people, the government officials, children, students, scholars, artists, writers and researchers. In the developing of an active program of library service, the library cannot be passive and wait for the people to come to it and to utilize the materials selected and acquired for them. It means that the library will reach out to all the people and tell the public of the available services, identifying the library needs countywide and the many groups within the County. Then the libraries can develop cooperatively a program meeting those needs. Such a collection does not now exist in Lincoln County but can be economically and effectively built on the existing collections and built cooperatively.

B. Currency of the Collection

Libraries are vital to the economic growth and development of a community. It is important for the library to provide a variety of current information sources for the use of the commercial and industrial activities in Lincoln County. Such materials must be current to be of value to the potential user. Libraries need to have, also, the books which are on the best-seller list both for fiction and non-fiction. Current information should be available through magazine subscriptions and through newspapers. Overall the public libraries in Lincoln County will need additional resources to provide currency of

information. Magazine subscriptions, newspapers and other informational materials are vital to a current collection.

C. Duplication in Collection

Necessary duplication of library materials is vital to a countywide collection, overall, for countywide library service. The minimum number of books for public library service in Lincoln County should be four per capita with special attention paid to quality and current usefulness. The cooperation among the libraries will provide also for maximum accessibility for the moving of materials among the libraries to ensure their maximum use. In order that books and other library materials will be not only a part of the collection but also accessible to the people, it will be necessary to duplicate some titles in each library. Such duplication will provide better service to the user as the chances of the book being available when wanted are greater than when only one copy of the title is available in the collection. Also, the amount of time spent in handling reserves on popular titles is reduced.

The need for duplication of titles within one library or within the countywide library service is not an easy decision to make. The development of a duplication of titles policy by the Cooperative Library Services Committee can provide guidelines for future decisions. The guidelines should be based, primarily, on experience. The present duplication within an individual library is low and will need to be increased carefully to provide good library service. Unnecessary duplication guidelines need to be developed, also, so the funds are well-utilized for library materials; but, also, so that materials needed countywide are available in a library in Lincoln County the greater part of the time they are needed. Presently the public libraries in their collections cover many subjects. However, because of lack of funds countywide and the constraint of inadequate space, collection development has been hampered in its full realization. Cooperative library service and new funds will assist in alleviating this situation.

D. Types of Materials in Collection

Countywide all types of materials should be available in libraries. The public libraries should include selected reading for children with general information for the general public and for students. Basic collections should be available in subjects of general interest in the community - books for parents, subjects of public concern, travel, biography and standard and current fiction and non-fiction. A basic reference and information collection should be available as well as bibliographic sources for location of library materials or other information.

E. Format of Materials in Collection

The full sweep of informational resources should be available to the people - this requires that the collection include not only books, but also newspapers and magazines and all types of audio-visual materials. Pamphlets are invaluable in public library service. Many can be secured on a free or inexpensive basis. Art reproductions provide an excellent service to the people. These materials should be available for use outside the library. Toy libraries, if developed with an educational program, can be a method of instruction for small children as well as a service provided for enjoyment. Loose-leaf business, tax, governmental and other such services are valuable to special sectors of the community. Loose-leaf materials must not only be purchased initially but must be updated regularly. These can be made available on a cooperative basis as the information contained in the services can often be transmitted to another library or the person needing the material can travel to the library holding it. Some of these services are available in some of the libraries but need to be expanded as far as the type of format is concerned.

F. Subjects Represented in Collection

The subjects represented in the collections should be directly representative of the needs and wants of the community. These subjects will be a part of or in addition to the

balanced collection developed countywide. The librarian in each community and the library assistant in charge of the book-van service must be constantly aware of the changing needs. The people of the community should let their librarians know the subjects or titles they need and want. The librarian can add the subject or title to the individual library, to the cooperative library service or the subject or title can be referred to a resource library outside the County and the material borrowed on interlibrary loan. The present libraries are lacking in breadth and depth in subjects - again because of lack of sufficient funds and lack of space, adequate subject development has been prevented from occurring.

IX. SPECIAL COLLECTIONS

A. Development of Special Collections

The development of special collections in Lincoln County public libraries should be a part of the long range plan and should be carefully accomplished. The responsibility for the special collections development should be that of the Cooperative Library Services Committee. The Committee should first compile a list of subjects which the libraries presently hold and the location of these special collections. Those collections which are missing from the list and known to be needed should be added.

The Committee should then make a determination concerning which library should develop certain special collections. If more than one library needs to develop a special collection, it will be necessary for the Committee to make the decision or the individual libraries. It is important that public libraries develop special collections which are natural to them. A special collection on fishing and fish processing should be developed where such a collection will be fully utilized. A special collection on forestry and forest products should be developed in a library or libraries in areas where these materials will be utilized. Presently there are few special collections in depth in Lincoln County public libraries but the nucleus of such collections exists.

B. Indexing of Special Collections by Subject

After the subject collections have been developed, an index of these collections should be made and published. The special collections in the Marine Science Center should be included, also, as well as special collections in the school libraries/media centers and in any other libraries or information centers in Lincoln County.

The materials contained in the index of special collections will be both those which circulate and those which can be utilized only within the library. The index of special collections should be updated at least once every two years - more often if there are important changes which occur in the special collections. An exchange of the index should be made with other Counties and Regions which have indexes of such collections. The index should also be made available to the public for their use in locating subjects in which they are interested.

X. AUDIO-VISUAL COLLECTIONS

A. Public Library Collections

Countywide the public libraries should be able to provide all types of audio-visual materials and equipment. These should be for use within the library and also for home or group use. This collection development will occur gradually but should be started immediately. The lack of audio-visual materials Countywide in public libraries in Lincoln County is a serious omission but not an uncommon one. The developing of a full audio-visual program will be guided, to a certain extent, by the present lack of space and the expense of the materials and equipment. A planned developmental program can, however, be set up by the Cooperative Library Services Committee and implemented in phases.

The program calls for an organized collection of non-print material to be available just as an organized collection of print media is now available. The students have the opportunity to benefit from a full media program in the schools. Such a program should be developed in the public libraries to complement the school program. Some of the materials required are filmstrips, films, audio-tapes, video-tapes, slides, discs and film loops with suitable equipment to utilize the materials. The availability of films is important, with the necessary equipment, to be loaned for home or group use or used in the library or both.

An adjunct to a film program and a non-print media program is the provision of an index to the sources of films and non-print media. Film projectors should be available on a cooperative basis so that the community will have access to them for home or group use. Listening Centers are especially attractive to people using libraries. Cassettes and cassette players provide a means of easily reading a book through listening for the visually handicapped. They are also popular with all library users of all ages.

With ready access to audio-visual materials, a public library can sponsor and initiate programs which will attract people to the library through their use in story-hours, in film festivals, in information seminars on many subjects and such additional programs which are wanted and needed in the community. Some of the materials will be produced commercially and others will be available in the community with a quality and format useable within the library and for circulation.

Audio-visual materials are especially helpful in meeting the reading and listening needs of the handicapped. The public library should be involved in providing library service to the handicapped users at the same level as for all readers. Often, audio-visual materials are preferable for use by the elderly for reasons of sight impairment or other problems in using a conventional book.

The children and young adults are accustomed to both print and non-print materials in their school libraries. There is need for providing all types of media in a public library to maintain an interest in library use for children and young people. It is important that the collections provide not only basic materials but include the most current also. Children and young people use both print and non-print materials readily.

An important factor, also, in library service in Lincoln County public libraries is to have audio-visual resources available so that the materials, equipment and services can be readily accessible. If the resources are not available in the public libraries in Lincoln County, it is important to know where they can be secured quickly. Dependence on outside agencies often causes a delay in obtaining the materials when they are needed. If groups needing audio-visual equipment notify the public library in advance of their meeting dates, the library can have the requested material and equipment available for that date. Audio-visual materials which are inexpensive and frequently used should be available in each individual library. Audio-visual materials which are expensive and can be used on specific dates which can be accommodated by the public libraries can be

acquired cooperatively. Others which are expensive, less frequently used and which become outdated rapidly should be borrowed from outside sources for specific programs on specific dates.

An audio-visual program cannot be developed rapidly nor should it be. The recognition of the need for an all-media program in a public library is essential. The all-media program will then follow as funds and space are available for purchasing and utilizing the audio-visual materials.

B. School Library Collections

The media programs are well developed in the schools in Lincoln County in providing instructional and other support programs use of media resources and equipment. The Lincoln County School District has 20 schools. Each maintains a media center which meets the Oregon State Department of Education's minimum standards. The audio-visual materials are well represented in the media centers and actively utilized.

Among the audio-visual materials included in the school library collections are filmstrips, cassettes, projectors for both 16mm and 8mm, filmstrip viewers and overhead projectors. Record players are utilized as well as cassette recorder/players and reel to reel recorders. Opaque projectors are also available as are films, slides and slide projectors. Film loops and video-tape equipment are also utilized.

Other audio-visual materials are also available in the media centers or are available to them. The media services and materials provided in each school center are consistent with the district program and the course goals. The media center serves the needs of the instructional program. Although public libraries will not require audio-visual materials and equipment to the extent that they are needed in the schools, the public library should provide public library audio-visual materials to the general public as the school programs provide for instructional purposes. Public librarians, in working with school librarians

in Lincoln County, will become more informed concerning audio-visual materials needed in the public libraries.

C. Other Available Collections

Because all audio-visual materials and equipment needed in Lincoln County cannot possibly be available there, it is recommended that, as soon as possible, the Cooperative Library Services Committee develop an index to sources for these materials on loan. Indexes presently exist which list films for loan or rental which can be incorporated into the index. Cooperative film circuits have films available to members of the circuit - on occasion to other libraries. These sources will require only research to obtain the names for listing. An important part of the indexing should be the locating of audio-visual materials within Lincoln County outside of the school and public libraries. The Lincoln Countywide Cooperative Library Service will provide a valuable information index of the information about all audio-visual materials in Lincoln County to be made available through this listing. The index should list locations and whether or not the items are available for lending.

An important source for audio materials for the blind and the physically handicapped is the Library Services for Blind and Physically Handicapped of the Oregon State Library. This service provides in audio materials books on recorded discs, recorded cassettes and student tapes, open reel. It contains magazines on recorded discs and recorded cassettes. Many sources are available for obtaining captioned films for the deaf and the hearing impaired. These sources should be researched and included in the index.

The Oregon State Library contains films, filmstrips, microfilms, microfiche, microcards, phono records and audio tapes. Visits to public libraries which have all-media programs in operation will provide an exchange of information. This knowledge can be most valuable in building an audio-visual collection individually, cooperatively and in securing

the materials from other sources. When the index to audio-visual sources and materials is completed, it should be made readily available to all libraries which find such an index useful.

XI. BIBLIOGRAPHIC CONTROL

A. Exchange of Acquisition Lists

To provide information on the materials contained in each library, a formal exchange of acquisition lists should be set-up by the Cooperative Library Services Committee. These acquisitions should be compiled simply because they will be only informational to the librarians. They should be compiled immediately upon receipt of the material by a library. Unusual material which is on order should also be included as information of the purchase to other libraries in the County. Each library should have a copying machine available. The catalog cards and/or order forms or lists can be copied and sent on to the other libraries by the courier service. The frequency of issuing will depend on the individual library's practice in ordering books and other library materials. The recommended practice is that the lists be issued very frequently and should be retained for no more than one year. The value of these lists to the libraries should be reviewed at intervals and changes made as needed.

B. Modified Union Catalog

A complete Union Catalog is not recommended for Lincoln County because of the expense in development and maintenance. The acquisition lists will be helpful with current materials. It is recommended that a modified union catalog be developed. Each library will select those materials which are unique in its collection. After the titles of all unique materials have been reviewed by the Cooperative Library Services Committee, copies will be made of the card for each public library in Lincoln County and including the location. Each public library will have the union catalog of unique materials in public libraries in Lincoln County. The modified union catalog can be maintained in the same manner as it was developed. As unique material is received by a library, a card for the material can be

sent to each public library in Lincoln County for its union catalog. The card should indicate the location and whether or not the material circulates. When the material is withdrawn from the library's collection, the other libraries should be notified so that the card can be withdrawn from the individual library also. The success of the program will be determined, to a great extent, by the inclusion of all unique materials and the exclusion of commonly held titles. The cards as well as requests for the materials can be handled by the courier service.

C. Intercommunication Among Libraries

To be successful cooperatively, the libraries must communicate actively. The telephone is a quick and fairly inexpensive method of communication. It should be utilized when immediate communication is required. Each public library should have a telephone to provide adequate library service. The courier service can carry messages relating to library requests as well as library materials. Many informational requests can be handled by the courier service or a combination of telephone and courier service. The United States Postal Service can handle requests outside Lincoln County. A combination of telephone and mail service can provide fairly rapid interlibrary loan service.

Meetings of the Cooperative Library Services Committee will provide an excellent means of communication. If the meetings are held at the individual libraries on a rotating basis, all staff can be included at some time in the communication process. Joint meetings with the Lincoln Countywide Cooperative Library Services Council will also provide a means of effective communication.

Without a formal union catalog, the other means of bibliographic control are all-important. The cooperation among the library staffs and the exchange of information will serve the same purpose as a union catalog in knowing the subjects and titles available within Lincoln County and how to make them available for use.

Many of the projected programs will take initial time and funds. To make their accomplishment possible, the Lincoln Countywide Cooperative Library Service should develop proposals for grants which will initiate the program. Local funding can then maintain the program. The proposals should be realistic and practical so that they can be easily maintained by the Cooperative Service. The cooperation among libraries, the interchange of information among librarians and library boards and the services of the volunteers are an excellent asset upon which to build. With additional funding and a formal program of Countywide Cooperative Library Service, Lincoln County will provide quality library service to all residents in the County.

APPENDICES

I. BASIC ASSUMPTIONS

1. That Countywide access to library service by all the residents of Lincoln County benefits the people and County including all of the incorporated cities in the County.

2. That improved library service can best and most economically be achieved when it is based on the library resources which already exist.

3. That cooperation among libraries provides an improved service to the people countywide.

4. That unnecessary duplication of resources, services and programs will improve the breadth and depth of library service countywide.

5. That all people in Lincoln County will share in the funding of public libraries because all will be entitled to use the libraries on a non-fee basis.

6. That the funding of the library service is established and continues on an equitable basis for all jurisdictions.

7. That no one library can possibly include in its collection all the materials needed by the people. Cooperatively they can provide a high percentage of the materials needed and desired.

8. That total planning for library service countywide is developed with the user as the focal point in the service planning.

9. That people in Lincoln County are entitled to receive as nearly equal service as it is possible to provide.

10. That training of library staff is the responsibility of libraries at all levels.

11. That by placing emphasis on meeting the needs of the people in Lincoln County through all types of services or combination of library services, universal countywide library service will be achieved.

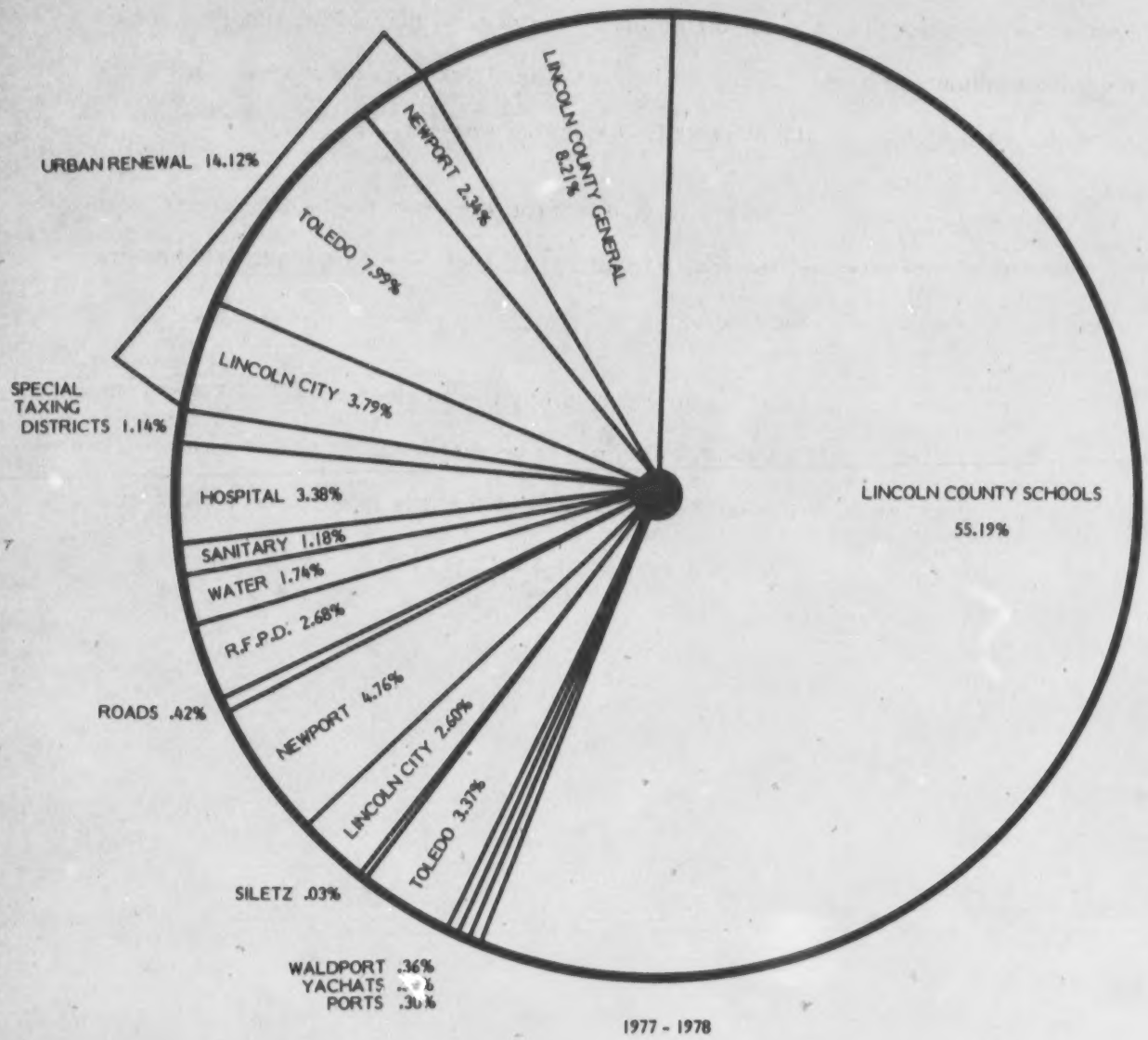
II. THE LINCOLN COUNTY PUBLIC LIBRARY BOARD - MEMBERS - October, 1977

Barbara Wentworth, Chairman	Depoe Bay
Dorothy Booth	Lincoln City
Janice Edmondson	Toledo
Donald Giles	Newport
Jo Newman	Siletz
Eileen Varley	Yachats
Jeann Woodford	Waldport

THE LINCOLN COUNTY PUBLIC LIBRARIANS - October, 1977

Carole Dickerson	Newport Public Library
Patty Heringer	Lincoln City Public Library (Driftwood Library)
Blythe Jorgensen	Toledo Public Library
Louise Kelson	Siletz Public Library
Lola Krause	Waldport Public Library
Eileen Varley	Yachats Public Library

III. HOW YOUR TAX DOLLAR IS USED IN LINCOLN COUNTY



Compiled by the Lincoln County Assessor's Office - October, 1977

IV. LEGAL BASIS FOR LINCOLN COUNTYWIDE COOPERATIVE LIBRARY SERVICE

ORS 357 provides authorization to counties to contract with any established public libraries for the purpose of providing free library services to the residents of the County. The statute allows, also, the County to levy an annual tax upon all property within the County to provide funds to establish countywide library services.

The establishing of countywide library service is through a resolution or ordinance. When the financing of the proposed service is to be by a serial levy to be submitted to the voters, that fact is stated in the resolution.

The Board of Commissioners enters an Order calling for an election and includes in the Order the purpose for which the funds raised are to be expended, the period during which the proposed taxes are to be levied and the amount of the levy in each year, which must be uniform.

V. LINCOLN COUNTYWIDE COOPERATIVE LIBRARY SERVICE MEASURE - DRAFT

Serial Levy- Purpose - Authorizes Lincoln County to levy taxes serially outside the 6% limitation imposed by Section 11, Article IX of the Oregon Constitution to provide all County Residents access to all city libraries on a non-fee basis, Countywide interlibrary loan, and Book-Van Service. The sum to be levied annually is $81,179 to a three year total of $243,537 at the maximum rate of levy of $0.10 per thousand dollars of true cash value.

Yes, I vote for the serial levy for Countywide Library Service.

No, I vote against the serial levy for Countywide Library Service.

Explanation of the Ballot Question - This levy has been determined necessary to provide funds to establish Lincoln Countywide Cooperative Library Service. The six city libraries receive little or no County financial support to serve the borrowers living outside the city limits. The cities, in some instances, impose a fee on those borrowers living outside the city limits.

Approval of the levy provides access on a non-fee basis to all city libraries for all Lincoln County residents. The funds will provide interlibrary loan service to all libraries, and will provide Book-Van Service. It will enable the County to return to the Cities supporting public libraries, the county library taxes paid by that city and provide an equalization grant, based on population and per capita support, to the cities supporting public libraries with non-fee library service to out-of-city borrowers living in Lincoln County.

Measure to be placed on the Ballot May 23, 1978, Oregon Primary Election.

VI. COMPILATION OF THE PROPOSED DISTRIBUTION OF LIBRARY SERIAL LEVY REFUNDS AND EQUALIZATION GRANTS TO CITIES WITH PUBLIC LIBRARIES, LINCOLN COUNTY - EXAMPLE

The First Year of a Three-Year Library Serial Levy - Example

Lincoln City

Library Levy Refund	$11,672
Equalization Grant	3,326
Total County Funds in Cash	$14,998

Newport

Library Levy Refund	$10,709
Equalization Grant	5,188
Total County Funds in Cash	$15,897

Siletz

Library Levy Refund	$ 476
Equalization Grant	579
Total County Funds in Cash	$ 1,055

Toledo

Library Levy Refund	$11,597
Equalization Grant	3,835
Total County Funds in Cash	$15,432

Waldport

Library Levy Refund	$ 1,448
Equalization Grant	768
Total County Funds in Cash	$ 2,216

Yachats

Library Levy Refund	$ 1,442
Equalization Grant	398
Total County Funds in Cash	$ 1,840

Summary

All Six Cities Supporting Public Libraries:

Library Levy Refund	$37,344
Equalization Grant	$14,094
Total County Funds in Cash	$51,438
Benefits in Service	$20,000
Total	$71,438

Residents outside of cities supporting public libraries will benefit through use of the public libraries, public library outlets and the book-van library service, delivery service and courier service.

Total Funds Available from Library Levy:

$811,787,993 (assessed value) x 10 cents tax on $1,000 = $81,179 less $9,741 (12% uncollectable taxes) = $71,438.

VII. SAMPLE CONTRACT FOR LIBRARY LEVY REFUND AND EQUALIZATION GRANT

This contract is entered into and effective the _____ (date) by and between Lincoln County and _____ (name of city).

Whereas Lincoln County determined that Countywide Cooperative Library Service is in the public interest and finds that such service can be provided economically and effectively through Contracting for that service with an established public library,

Whereas _____ (name of city) is willing and able to provide library service to Lincoln County residents outside the city limits of any city with an established public library on a non-fee basis,

Now, therefore, by the authority granted by the provision of Chapter 357 of the Oregon Revised Statutes, it is mutually agreed as follows:

1. This contract shall commence _____ (date) and shall terminate on _____ (date).

2. Lincoln County agrees to pay to _____ (name of city) the sum of _____ (amount) as a Library Levy Refund, the actual amount of taxes paid by the city residents of _____ (name of city) into the library levy through taxation.

4. Lincoln County agrees to pay the sum of _____ (amount) as an Equalization Grant based on the population of the city and the per capita support provided by the City of _____ (name of city). The Equalization Grant is to be used by _____ (name of city) in providing materials, services and programs for Countywide Cooperative Library Service.

5. This allocation of funds is made by Lincoln County under this agreement in accordance with the formula described in the serial library levy ballot.

6. _____ agrees to expend the entire library fund paid under
(name of city)
this agreement in accordance with the purpose for which it was levied.

7. Should either party hereto breach the terms of the agreement, the exclusive right of the other party shall be the right to cancellation of this contract effective upon 100 days after written notice to the other party is received; with payment of funds to be made pro-rated to the termination date.

_____
(Lincoln County)

By _____
(Commissioners)

_____
(Name of City)

By _____
(City Officials)

VIII. SAMPLE CONTRACT FOR BOOK-VAN SERVICE COURIER SERVICE AND DELIVERY SERVICE

Lincoln County hereby pays to the **City of Toledo** the sum of **$20,000** from the library serial levy funds for the purpose of providing Book-Van Library Service, Courier Service and Delivery Service Countywide on behalf of the Lincoln Countywide Cooperative Library Service.

The **City of Toledo** agrees to provide these services based on the attached budget. This Contract shall be renewable by Lincoln County and the City of Toledo each year of the three-year library serial levy based on the budget recommended by the Lincoln Countywide Cooperative Library Service and submitted by the City of Toledo, but not to exceed $20,000 in library serial levy funds.

This Contract is subject to cancellation by either party after notification containing reasons for the cancellation and with a termination date effective upon 100 days after written notice is received by the other party; payment of funds to be made pro-rated to the termination date.

_____
(Lincoln County)

By _____
(Commissioners)

_____
(City of Toledo)

By _____
(City Officials)

IX. ESTIMATED BUDGET FOR BOOK-VAN LIBRARY SERVICE, COURIER SERVICE AND DELIVERY SERVICE - FIRST YEAR - $20,000 IN LIBRARY SERIAL LEVY FUNDS

Library Assistant - Salary	$ 7,500
Books and Other Library Materials	3,300
Van - Purchase	5,000
Equipment - shelves and delivery and courier equipment	1,500
Supplies	200
Operation	2,000
Temporary Help	500
Total	$20,000

SECOND YEAR - $20,000

Library Assistant - Salary	$ 8,600
Books and Other Library Materials	4,900
Supplies and Equipment	3,300
Operation	2,400
Temporary Help	800
Total	$20,000

THIRD YEAR - $20,000

Library Assistant - Salary	$ 9,500
Books and Other Library Materials	3,700
Supplies and Equipment	3,000
Operation	2,800
Temporary Help	1,000
Total	$20,000

X. BOOK-VAN SERVICES

It is recommended for the Van Services that a new vehicle be purchased empty and finished and outfitted inside to suit the purposes to be served. The inside finishing and outfitting will include the construction of shelving. The Book-Van should be painted on the outside to show that it carries books for the Lincoln Countywide Cooperative Library Service. The book-van will require, also, suitable containers and delivery bags for the transportation and delivery of books and other material in its capacity as courier service among the libraries and as a delivery service to public library outlets. The shelving will enable the book-van to carry books and other library materials to people living in outlying areas. The outfitting of the van can be done by contract with a firm or an individual.

Although the Courier, Delivery and Book Services routes will require careful study by the Library Assistant before they are permanently set up, some suggested routes can be made. In developing the routes, care must be taken to provide the maximum service for the most reasonable cost. The following routes are suggested as economical routes which will provide the most effective service:

Monday -	9:00 am - 9:30 am -	Provide Courier and Delivery Service to the Toledo Public Library
	10:00 am - 10:30 am -	Provide Courier and Delivery Service to the Newport Public Library
	11:30 am - 12:00 noon -	Provide Courier and Delivery Service to the Driftwood Library in Lincoln City
	1:30 pm - 4:00 pm -	Book Service stops in the Otis, Echo Mountain, Panther Creek and Rose Lodge areas
	4:00 pm -	Return to Toledo
Tuesday -	10:00 am - 10:30 am -	Courier and Delivery Service to the Waldport Public Library
	11:00 am - 11:30 am -	Courier and Delivery Service to the Yachats Public Library

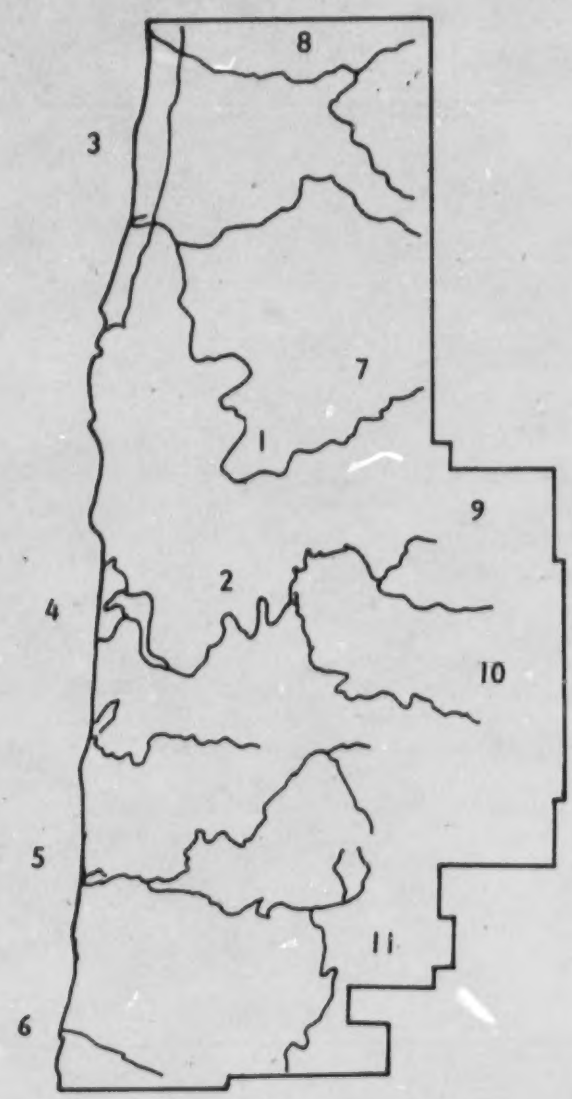
	12:30 pm - 3:30 pm -	Book Service in the Five Rivers and Fisher areas
	3:30 pm -	Return to Toledo
Wednesday -	11:00 am - 11:30 am -	Courier and Delivery Service to the Siletz Public Library with Delivery to Logsden
	12:30 pm - 3:30 pm -	Book Service to Nashville and Chitwood areas
	3:30 pm -	Return to Toledo
Thursday -	10:00 am - 3:30 pm -	Book Service to Eddyville, Burntwoods, Harlan, Elk City areas
	3:30 pm -	Return to Toledo
Friday -	9:30 am - 3:30 pm -	Courier and Delivery Service to Toledo Public Library, Driftwood Library (Lincoln City), Newport Public Library, Waldport Public Library, Yachats Public Library and Siletz Public Library

During the time the Book-Van is not on the road providing service, the Library Assistant will need this time to answer requests received from the people in the County. Time will be required, also, to replenish the books on the book-van for the next day and other duties required by the services. It may be that the best five days will be found to be Tuesday through Saturday or another combination of days of the week and time of the day. This can be learned by experience. Time will be required, also, to service the van itself to ensure that it operates safely and efficiently.

The people to be served should be involved when the schedules are being developed and the stops being determined as to exact location. After the routes and stops are determined, they should be widely publicized and the times set carefully met. Book stops should vary from forty-five minutes to one hour depending on the potential activity at each stop. The people receiving the book service, the librarians receiving the courier and the delivery services, and the Library Assistant should be encouraged to make suggestions concerning the schedules and the services. In some instances, the public libraries may need to adjust the hours of service so that they will be open when the courier and delivery services are being accomplished for specific libraries.

The book-van services will take time to develop but it will be creative and interesting work. The benefits of the service provided by the book-van services will be realized by all of the people in Lincoln County.

XI. MAP OF LINCOLN COUNTY INDICATING THE PUBLIC LIBRARIES, THE PUBLIC LIBRARY OUTLET DELIVERY LOCATION, AND THE GENERAL LOCATIONS OF BOOK-VAN LIBRARY SERVICE



LINCOLN COUNTY

XII. INDEX OF MAP OF LINCOLN COUNTY OF PUBLIC LIBRARIES, PUBLIC LIBRARY OUTLET AND THE GENERAL LOCATIONS OF BOOK-VAN LIBRARY SERVICE

A. Public Libraries

1. Siletz
2. Toledo
3. Lincoln City
4. Newport
5. Waldport
6. Yachats

B. Public Library Outlet

7. Logsden
   (Delivery Service)

C. Book-Van Library Service

(Proposed Areas for Service)

8. Otis, Echo Mountain, Panther Creek, Rose Lodge Area
9. Nashville and Chitwood Area
10. Eddyville, Burntwoods, Harlan, Elk City Area
11. Five Rivers and Fisher Area

XIII. JOB DESCRIPTION FOR LIBRARY ASSISTANT - Lincoln County

General Statement of Duties - Drives the Lincoln Countywide Cooperative Library Service Book-Van; makes deliveries to public libraries and library outlets; assists people in outlying areas using the book-van in the circulation of materials. Sets up and revises the book-van schedules; responds to the interests of the individual readers and handles requests for materials. Reviews, with the Cooperative Library Services Committee, the collection of materials on the book-van.

Supervision Received - Works under the general supervision of the Cooperative Library Services Committee. Reports directly to the Librarian of the public library to which the Book-Van is assigned.

Principal Duties:

1. Assists in selecting materials for the book-van and arranging materials in the Van.
2. Maintains the book-van collection and selects materials which people request.
3. Drives book-van as a courier service, a delivery service and as a book service.
4. Circulates books in connection with book-van work and performs clerical and typing duties related to the book-van.
5. Handles the checking of books being returned in relation to physical condition or requests. Shelves returned books.
6. Handles the loading and unloading of the book-van.

Personal Requirements - Ability to handle a van type vehicle in a safe and efficient manner; has a knowledge of the Lincoln County roads; has a knowledge of books and an interest in and knowledge of library procedures; possesses the ability to work effectively with people.

Experience and Training - Experience in the operation of automotive vehicles necessary; has experience in dealing with the public. Graduation from High School desirable. Prior experience in working in a library desirable.

XIV. LIBRARY MATERIALS CONTROL IN A COOPERATIVE LIBRARY SERVICE

To enable a Countywide Cooperative Library Service to maintain control of books and other library materials requires the development of an understood and agreed upon method of issuing library cards, charging out library materials and following up on them. It is recommended that at the beginning of the service as little disruption to present procedures as possible be made unless the procedures are agreed upon as improvements.

Each library should be responsible for issuing its own library cards and maintaining its own registration file. People should be encouraged to secure their library cards from their closest point of access - the public library which is nearest to them in either time or distance. The card will then be valid in any other library as long as the card holder is in good standing at the "home library." The books can be charged out either by card number or on name and address. The only added factor in the charging out of books will the first initial of the library from which the card was issued.

Each library can follow-up on overdue books and lost books at the point at which the materials were borrowed. In difficult instances both the library issuing the card and the library issuing the materials should cooperate in assuring the return of the materials.

The Cooperative Library Services Committee should continually review the procedures of library materials control. The simple procedure enables the materials to be traceable at all times and provides libraries working together when difficult situations arise. The securing of a library card and the borrowing of material from any public library in the County should be made as easy as possible to the user to provide the best in service. At the same time, the procedures must ensure that materials are traceable and that materials control is being exercised at all times. These procedures also benefit the public because the materials returned on time are then available for the next user. Procedures must be simple and efficient to allow staff to be trained easily and to provide a fast, efficient and effective checking out process - also a benefit to the busy user.

Experience will indicate changes which need to be made to simplify procedures. It will be helpful if the Cooperative Library Services Committee develops guidelines for all public libraries to follow. Experience, overall, in cooperative library services has demonstrated that library materials control can be effectively exercised without adverse effects on the countywide library card or on the individual library.

It is recommended that, when new library card stock is ordered, each library card have Lincoln Countywide Cooperative Library Service added to the face of the card in addition to the name of the individual library issuing the card. The Courier Service will ensure that books are returned to the library owning the book when such is necessary. The use of the materials held by the libraries will make the cooperative library service worthwhile. Library materials are acquired to be used - this use will be Countywide.

XV. PUBLICITY IN A COOPERATIVE COUNTYWIDE LIBRARY SERVICE

The concept of countywide cooperative library service requires that the library service be designed to meet the informational, educational and cultural needs of all of the people with a public library service. It means more than a passive library service - one which waits for the public to come to the library. It means reaching into the community to tell the people of the services, programs and materials available in libraries. This means publicity.

Publicity may take many forms. One of the most effective means of publicizing library service is the providing of quality library service which is tailored to meet the people's wants and desires. Every form of publicity should be utilized by the Lincoln Countywide Cooperative Library Service to let all the people know all of the services offered. Radio programs are effective. Talk programs on radio can provide a valuable two-way information exchange. Newspaper stories of special events are of general interest as well as an occasional full or half page feature on the Countywide Cooperative Library Service. Interesting pictures accompanying the stories enhance the publicity greatly. Directional road signs indicating the location of the library are most desirable for publicity and direction.

Bookmarks describing the service of the cooperative library programs and individual library services are useful to the user as well as publicizing library services. Brochures on special programs distributed widely will let the people know that the public library does have much to offer which is valuable to them. The public library is for all the people so it is important that all the people know of its services and then they can make the choice as to whether or not they wish to use the library.

Through working cooperatively, libraries can provide attractive posters which publicize the library. These can be placed in locations such as businesses, banks, and other public locations. Posters can also be utilized by libraries cooperatively so that each library will

not need to develop its own. Brief book lists on special subjects distributed widely will be of interest to people. An essential factor in the successful achievement of the Countywide Cooperative Library Service is that it will be well publicized. Such a need is not unique to libraries but it is a need which librarians must recognize and they must act on that recognition.

Libraries in Lincoln County are now using many of the forms of publicity suggested. A greater use needs to be made of publicity, however. Publicity for libraries is not expensive in money but it is in staff time. The Countywide Cooperative Library Services Committee can develop a sub-committee with the responsibility for achieving Countywide library publicity for all the public libraries and their users and potential users.

XVI. INTERLIBRARY LOAN - LINCOLN COUNTY - OREGON STATE LIBRARY

July 1 - October 21, 1977

Number of Requests - The number of requests varied greatly as far as individual library requests were concerned. They ran from no requests for individual libraries to 300 requests during the first part of the fiscal year 1977-1978.

Form of Requests - Author-Title requests numbered many more than requests made for materials on specific subjects.

Format of Requested Materials: The libraries requested more books than any other type of material.

Dates of the Materials Requested: The majority of the materials requested were published between 1950 and 1977.

Subject of Requests - Sample:

Chinese Jewelry
Japanese Language
Dog Training
Genealogy
Hamsters
Early American Furniture
Arco Books - Many vocations and professions
Ferns
Birds of the North West
Stock Market
World War I
Medical Dictionary
Early Oregon History
Agates
Metals
Photography
Cabinet Art
Military History
Environment
Rock Music
Statue of Liberty
Football Teams
Electric Guitars
Biography

Sewing

Sign Language

Motor Repair - Specific makes of cars

Tools

Building of Pyramids

The Dance

Flower Arranging

Art

Gardening

Metal Mines

Indian Baskets

Travel Guides

Boats

Opera

Needlework

Films

Secretarial Work

Home Repair

Source of Requests: The majority of the requests were made from utilizing the Oregon State Library Catalog.

XVII. SAMPLE OUTLINE FOR THE PLAN OF SERVICE FOR LINCOLN COUNTYWIDE COOPERATIVE LIBRARY SERVICE

Lincoln Countywide Cooperative Library Service

Plan of Service

A. Purpose of the Countywide Cooperative Library Service

1. To provide universal access to public libraries by means of a countywide library card.
2. To improve library service countywide and maintain a continuing improvement of library service.
3.
4.

B. Objectives of the Countywide Cooperative Library Service

1. Short Range
   a.
   b.
   c.
   d.
2. Long Range
   a.
   b.
   c.
   d.
   e.
   f.

C. Organization of the Lincoln Countywide Cooperative Library Service

1. Cooperative Library Services Committee
2. Lincoln Countywide Cooperative Library Services Council

3. Individual Public Libraries

   a. The individual public library remains autonomous in governance and services.

   b. Each individual public library is a part of the cooperative countywide library service.

C. **Financing of Public Libraries**

1. Countywide library services will be funded through a three-year serial levy.

2. Each individual public library is financed in part by city funds.

3. Each individual public library is financed in part by county funds through a serial library levy to provide countywide cooperative library service.

4. After $20,000 has been budgeted for book-van library, courier and delivery services from the funds received by the library serial levy, the funds will be returned to those cities with public libraries which are equal to the taxes paid into the serial levy by residents of cities with public libraries as a Library Levy Refund; an Equalization Grant will be paid to each city with a public library based on population and on the per capita support of the public library by the city.

5.

6.

7.

D. **Programs of Service**

1. Access to Library Service

   a.

   b.

   c.

2. Book-Van Library Service, Courier Service, Delivery Service

   a.

   b.

   c.

   d.

3. Information and Reference Service

   a.

   b.

   c.

4. Developing Balanced Collections

   a.

   b.

   c.

5. Audio-visual Library Services

   a.

   b.

   c.

6. Specialized Programs of Service

   a.

   b.

   c.

7. Cooperative Library Service Programs

   a.

   b.

   c.

E. Resources of Countywide Cooperative Library Services

1. Cooperative Selection
2. Cooperative Retention
3. Special Subject Collections
4. Audio-visual Materials and Equipment
5. Programs of Publicity
6. Programs of Collection Re-evaluation

7.

8.

F. **Bibliographic Control in Cooperative Services**

1. Specialized Indexing
2. Modified Union Catalog
3. Exchange of Acquisition Lists
4.
5.

G. **Program Development in Cooperative Services**

1. Establishing Priorities
2. Developing New Service Programs
3.
4.

H. **Evaluation Program in Cooperative Services**

1. Method of Evaluation
2. Selecting the Evaluators
3. Modifying the Program According to Evaluation Recommendations
4.

I. **Staffing the Libraries in Cooperative Services**

1. Professional Staff
2. Technical and Clerical Staff
3. Staff Training
4. Exchange of Staff
5.
6.

J. **Physical Facilities in the Cooperative Services**

1. Review of Physical Facility Needs for the Individual Libraries

2. Recommended Action Program on Physical Facility Needs

3. Development of a Time-table Concerning Physical Facility Improvement for Individual Libraries

K. Funds for Service Programs in Cooperative Services for Special Needs

1. State Funds

2. Federal Funds

3. Private Funds

4.

5.

L. Plans for Meeting Future Needs for Library Service Countywide

1.

2.

3.

Signed by:

Librarian	Library	Date
Librarian	Library	Date

XVIII. CHARACTERISTICS OF LIBRARIES IN LINCOLN COUNTY

October, 1977

The following overview of libraries in Lincoln County has been developed from information received in October, 1977, in response to a questionnaire sent to libraries in Lincoln County as a part of the Lincoln County Library Study:

Public Libraries

The **Driftwood Library of Lincoln City** is governed by a five member library board which advises the City Council. Patricia G. Heringer is Librarian. Lincoln City's population is 4,500. The population of the area to which library service is given is about 10,000. The number of people reached by the library is about 4,350. The number of books per capita for Lincoln City is 2.3. The circulation ranges from about 29,000 to over 30,000 items per year. The library is open for some period of time six days per week. The library provides records, toys and puzzles in addition to books and magazines. The library borrowed 594 books and magazines from other libraries in 1976-77 and lent 31 books to other libraries. The Driftwood Library receives $750.00 county funds per year in addition to the city funding. One fourth to one third of the registered borrowers live outside any city supporting public libraries. Tourism is a major industry as is logging. There are many retired people living in the area. The library provides an Outreach Program to two nursing homes, meals for the elderly program, Senior Center, Hospital and to the Housebound. A preschool story hour is held once a week. A summer reading club is held during the summer months. The library houses a toy library funded by 4 C's Council and Service Clubs. Because the book collection is inadequate in nearly all areas, the development of an adequate book collection is the greatest need.

The **Lincoln County Public Library Board** was established by the Lincoln County Board of Commissioners in July, 1976. The instruction given to the Board was to establish a method of taxation to support public libraries in providing better library service to all the people of Lincoln County. The Board is made up of eight members - each from a different area of the County. Barbara Wentworth, Depoe Bay, is Chairman. Janice Edmondson, Toledo, is Secretary.

The **Newport Public Library's** governing body is the Board of Trustees appointed by the City Council. Carole Dickerson is Librarian. The library is open for service 45 hours per week with Sunday afternoon hours of service. The library has phonograph records in addition to books and periodicals. The library does not receive county funds in addition to the city funds. A $12.00 fee is charged to out-of-city residents. Volunteers assisted in the summer children's program. Reading and entertainment by local talent was a weekly event throughout the year.

The **Siletz Public Library's** governing body is the Siletz Civic Club. Louise Kelson is Librarian. The number of people reached by library service is 770. The circulation trend is upward. The library has 5,098 books in its collection. They borrowed 115 adult fiction and children's books from other libraries and lent 147 adult fiction and children's books to other libraries. The library receives $750.00 in county funds. The greatest need is for a new building. Siletz is in a valley surrounded by mountains. It is a residential area. Construction and logging are the major industries. Some of the people in the area commute to Toledo to work.

The **Toledo Public Library** is governed by the Library Board and the City Council of the City of Toledo. Blythe Jorgensen is Librarian. The 3,200 city residents are entitled to use the library and residents outside the city may use the library for $1.00 per month. The library has 3,570 card holders. The circulation has been increasing monthly over the last two years. It dropped when the charge went into effect but is now increasing again.

The library is open 43 hours per week. The audio-visual materials and equipment in the library's collection include a 16mm film projector, an 8mm filmstrip projector, a listening center, a tape recorder, phonograph records and materials on microfilm and microfiche. The library borrowed 624 books from other libraries and lent 629 to other libraries. Special programs of service include library service to the hospital, pre-school story hours, summer reading programs and adult activities. The greatest need for improved library service is additional space in the library building. Industry plays an important part in the City of Toledo with logging, lumbering and forest products manufacturing the chief operations. Agriculture and dairying are growing in importance. The Toledo library has a meeting room seating 50 people and providing facilities for community organizations and special programs. The Toledo Public Library was designed to be a cultural center. The library receives no county funding in addition to the city funding.

The **Waldport Public Library's** governing body is the Board of Trustees. Lola Krause is Librarian. The population entitled to service is 850 in the city. Outlying areas are also served. The number of people reached by library service is 1,289. The circulation trend is upward. The hours of service per week are 21. The library receives $750.00 from the county in addition to city funds. The community is mostly rural with many retired people living in the area. All of the staff are volunteer workers.

The **Yachats Public Library's** governing body is the City Council. Eileen Varley is Librarian. The people in the entire County of Lincoln are entitled to service. The people reached by library service are those in Lincoln County and the northern part of Lane County. The library has 5.5 books per capita. The library is open 20 hours per week. The library has phonograph records in addition to books. The library receives $750.00 from county funds in addition to city funds. Yachats is largely a community of retired people. The community has a wide variation of educational backgrounds. The greatest needs for improved library service are longer hours and publicity.

Academic Library

The Oregon State University Marine Science Center Library is a Branch of the Oregon State University in Corvallis. Marilyn Guin is Librarian. The hours of service are 8:30 am - 5:30 pm, Monday through Friday. The subjects covered in books and other media are marine science related including oceanography and fisheries. The 3,500 titles cover the fields of marine biology, zoology, botany, fisheries. Special subjects included in the collection are intertidal ecology, invertebrate zoology, fisheries, local environment, impact studies, agriculture and marine science general information. The Center is developing a coastal zone information center in cooperation with the University of Washington in Seattle. The Marine Science Center Library has been designated as the Regional Depository for the Marine Science education materials. The program begins in 1977. The Marine Science Center Library is located in Newport.

School Libraries

The **Lincoln County School District** serves the entire County with 20 schools. Each school contains a media center which meets the Oregon State Department of Education's minimum standards. Fourteen of the schools are junior high and elementary. Each media center in these schools include all media and cover all subject fields. Six are high schools. Eddyville and Siletz have 1-12 schools. In addition to including all media and all subject fields in the media centers, the high school libraries receive almost all the periodicals indexed in the **Abridged Readers' Guide to Periodical Literature.** The Instructional Media Center for the Lincoln County School District is located in Newport. Natalie Krabbe is the Director of Media Services for the Lincoln County School District.

In the on-site visits all public libraries were visited, the Marine Science Center Library, many of the school media centers and the Lincoln County School District's Instructional Media Center.

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XX. FACT SHEET ON THE STUDY AND REPORT

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